

# County of Allegheny

## Purchasing Card Procedure Manual

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**Allegheny County Purchasing Card Program Manager:**  
**Allegheny County Purchasing Card Administrator:**  
**National Financial Service Center:**

**John Deighan 412-350-4495**  
**Kelly Ryan 412-350-3644**  
**1-800-685-4039**

## 1.0 INTRODUCTION

- 1.1 The County of Allegheny has established a Purchasing Card Program to provide a convenient means with which to make purchases and, at the same time, reduce the costs associated with initiating and paying for purchases. The Purchasing Card is a VISA card issued by PNC Bank and gives controlled buying power directly to those departments who need it.
- 1.2 The goal in using a Purchasing Card for the County of Allegheny is to reduce costs associated with purchases and to grant more control over the purchasing process to departments, while processing payments to our suppliers in a timely manner.
- 1.3 This manual provides the procedures and guidelines under which purchasing cards may be utilized. Please read it carefully. Your signature on the Cardholder Agreement indicates that you understand the intent of the program and agree to adhere to the guidelines contained in this manual.
- 1.4 Finally, remember that you are an agent of the County of Allegheny as you make purchases with the Card, and you commit County funds with each use.

## 2.0 OBTAINING THE PURCHASING CARD

- 2.1 Managers will identify employees as candidates for a Purchasing Card by requesting a procedure manual from the Purchasing Card Administrator. This manual contains all of the information you will need to learn about the program as well as the forms to apply for a Purchasing Card.
- 2.2 In traditional purchases, where purchase orders are used, the County must encumber funds before a purchase is made to ensure that adequate funds are available. Because the Purchasing Card purchases will not utilize purchase orders, funds will need to be encumbered in advance. See Section 3.0 for an explanation of the encumbrance process.
- 2.3 Please read this manual and then complete the Agreement and the Enrollment Forms that are located in the Attachment Sections A and B. Once you have received your manager's signature and approval levels, please send the agreement and application to: John Deighan, Purchasing Card Program Manager, Division of Purchasing and Supplies, 436 Grant Street, Room 206 Courthouse Pittsburgh, PA 15219 or fax it to 412-350-5883.
- 2.4 Once your application and agreement are received, Purchasing will request a card through its Internet card administration software program and the card will be sent to the Purchasing Card Administrator in seven to ten business days. You will then be scheduled for a brief mandatory training session in which you will receive your card. **You cannot receive a purchasing card without attending a training session.**

## 3.0 CARD ACTIVATION AND ENCUMBRANCE

- 3.1 Upon receipt, the card can be activated by calling the 800 number that is on the sticker affixed to the card and entering the identification number given to you when you receive your card in Purchasing.
- 3.2 It is the responsibility of the Cardholder to submit a properly authorized and accurate encumbrance form before their card will be available for use. One encumbrance form can be submitted for the entire fiscal year or multiple forms can be submitted during the year. Please refer to Attachment D.
- 3.3 The spend limit for an individual card will NOT exceed the amount of approved unused encumbrances for the card.
- 3.4 If necessary, PCard encumbrances can be reversed to facilitate the use of unused budgeted dollars outside the PCard program. Please refer to Attachment D.

- 3.5 Once the encumbrance request is approved, the funds will be added to the card's available funds. The Card's available funds act in a similar manner to a debit card, with each purchase reducing the amount of available funds. When the available funds fall below the amount of a merchant transaction, the bank will reject the transaction. The cardholder will be notified of the decline and it will be her / his responsibility to submit a new encumbrance request.

## 4.0 UNAUTHORIZED USE OF THE CARD

- 4.1 The Purchasing Card must never be used to purchase items for personal use or for non-County purposes even if the cardholder intends to reimburse the County. The card also cannot be used for capital items and entertainment expenses.
- 4.2 Merchant Categories have been developed to help recognize valid purchases that the cardholder makes. Merchant Category Codes (MCC) are codes assigned to suppliers that indicate their type of business. The Purchasing Card is encoded with the type(s) of MCC's an individual Cardholder is authorized to purchase. Attempts to use the Purchasing Card for purchases outside of a particular Purchasing Card's MCC structure will be denied.
- 4.3 The goods and services listed below are **prohibited** on most County of Allegheny Purchasing Cards. The Division of Purchasing & Supplies in collaboration with the County Controllers Office may issue exceptions based on the unique needs of a specific card holder or department. These exceptions will be documented and reviewed periodically to determine if it is necessary to continue the exception.

The Division of Purchasing & Supplies and the County Controllers Office has agreed to grant an exception to Allegheny County Sheriff's Office. This exception is related to the transportation of prisoners which often requires travel out of Allegheny County and or the State of Pennsylvania.

- |                              |  |
|------------------------------|--|
| • Beverages                  | • Items for Non-County Purposes                                  |
| • Business Meals             | • Items that Purchasing has on Contract (except office supplies) |
| • Capital Equipment          | • Lease Agreements   |
| • Cash Advances              | • Lodging and Housing  |
| • Computer Hardware          | • Personal Purchases   |
| • Construction or Remodeling | • Recreation   |
| • Entertainment              | • Training Programs / Seminars                                   |
| • Film or Film Processing    | • Travel Related Expenses (including airline tickets)            |
| • Fixed Assets               | • Utilities  |
| • Flowers                    | • Weapons and Ammunition   |

- 4.4 If you are in doubt about whether a purchase should be made using the Purchasing Card, please call the Program Manager at 412-350-4490 or the Administrator at 412-350-6344 for clarification.

## 5.0 MAKING A PURCHASE WITH THE CARD

### 5.1 General Guidelines

- 5.1.1 The Purchasing Division has established a list of Card authorized suppliers who have contracts either directly to the county or through the affiliated organizations. Cardholders should use these

suppliers whenever possible to receive the best overall values. Please visit the Purchasing intranet site or call the Purchasing Division with any questions.

- 5.1.2 The card is to be used for County purchases ONLY.
- 5.1.3 Failure to comply with these policies and procedures may result in revocation of use privileges and disciplinary action.
- 5.1.4 All questions regarding the appropriate use of the card should be addressed to the Purchasing Card Program Manager at 412-350-4490 or Administrator at 412-350-6344.

## **5.2 Placing orders with the Purchasing Card**

- 5.2.1 The cardholder will contact a supplier from the preferred supplier list via phone, internet, or fax (cannot include Visa number on fax, please note for the supplier to call you for this information), and provide the following information:
  - Name, Card Number, and the Card expiration date.
  - A complete description of the item including stock/catalog numbers where applicable.
  - Ship-To-Location (Home address not to be used)
- 5.2.2 As a political sub-division of the Commonwealth of Pennsylvania, Allegheny County is exempt from all federal, state and municipal taxes. The Attorney General of Pennsylvania has affirmed this status. Please provide sales tax exemption status to the supplier if they require this information. You may provide a copy of the Pennsylvania Exemption Certificate. If the supplier requires a number you may give the County of Allegheny's Federal Tax ID number which is: 25-6001017.
- 5.2.3 Ask the supplier for the total amount of the product and the total amount of the freight or shipping charges. Record these totals on your Transaction Log (provided under Sample Attachment C).
- 5.2.4 Ask the supplier to include the invoice/packing slips with the order. Do not have them mailed separately and do not forward any invoice information to the Controller's Office or the Purchasing Division other than during the reconciliation process.
- 5.2.5 After the order is placed, the cardholder should ask for the order/reference number.
- 5.2.6 If ordering by fax, the cardholder must still specify on the fax transmittal the above information with the EXCEPTION of the purchasing card number. The cardholder must request the supplier to call to obtain the card number upon receipt of the fax transmittal. Under NO circumstances should a card number be written on a fax order.

## **6.0 RECONCILING VISA STATEMENTS AND TRANSACTION LOGS**

- 6.1 Cardholder will receive the item and a sales receipt or packing slip. At the end of each month, PNC Bank will mail one consolidated statement for all Cardholders to the Purchasing Card Administrator. This Statement of Account will list all transactions processed during the previous billing cycle.
- 6.2 PNC will also mail the Cardholder a memo statement that lists your individual transactions. Currently, this statement supported by the Transaction Log and the supporting packing slips are the documents that pay the VISA charges.
- 6.3 Cardholders reconcile their Transaction Logs to the VISA statement by performing the following steps:
  - 6.3.1 Insure that every transaction on the VISA statement is on the Transaction log.
  - 6.3.2 Provide a total on the Transaction Log that matches the total on the VISA statement.
  - 6.3.3 Note any instance where a credit is due from the supplier and follow up to insure that one is issued.

- 6.3.4 Enter an accounting code for each transaction, using the accounting codes that you submitted on your Request to encumber funds.
- 6.3.5 Support each transaction with an original or certified copy of a packing slip that lists the total charges.
- 6.3.6 Insure that your manager reviews the package of documents and signs/dates the Transaction Log.

**6.4** Cardholders retain the VISA Statement, Transaction Log, and supporting packing slips. This information may be requested for internal audit purposes.

## **7.0 CARD DECLINED?**

- 7.1** If your card is declined, notify the Purchasing Card Program Manager at 412-350-4490 or the Program Administrator at 412-350-6344 to resolve the problem. The VISA system may decline your card because:
- 7.1.1 Your purchases have exceeded the available funds for your card
  - 7.1.2 The supplier's industry has been blocked from use on your card
  - 7.1.3 The card has been reported lost or stolen

## **8.0 RETURNS, ERRORS, DISPUTES**

If you have a problem with a purchased item or with the monthly statement, you should first try to resolve the issue with the supplier.

- 8.1 Returns/Credits** - If you need to return an item, contact the supplier for instructions. The supplier should issue you a credit for any item that has been returned. Document all credits notices in your Transaction Log and forward to the Controller's Office. You are responsible for verifying that the credit appears on the same or subsequent statements. Receiving cash or checks to resolve a credit is prohibited.
- 8.2 Errors/Disputes** – If there is an error on your statement such as an incorrect charge, contract the supplier to issue a credit. If you are unable to resolve this by contacting the supplier, please contact the Program Administrator at 412-350-6344. You must notify the Program Administrator within thirty (30) days. Disputes will then be resolved by PNC Bank within ninety (90) days. If you indicate on the Transaction Log that the charge is in error and the supplier issues a credit, supply a screen print of the credit in the card administration software with your reconciliation. The Controller's Office will not honor the voucher without assurance that the supplier issued a credit in the subsequent billing cycle.

**NOTE:** You are responsible for the transactions on your statement. If an audit is conducted on your account, copies of originals should have been forwarded to Purchasing or you will need to show proof that the transaction occurred. If an error is discovered, you must show that the above error resolution process was initiated.

## **9.0 RECORD RETENTION**

- 9.1** The Transaction Log is the means by which a cardholder will keep track of purchases (date order was placed, supplier name and total amount of purchase, etc.). Please make copies of the sample Purchasing Log that is located under Attachment C.
- 9.2** You must always obtain an original or certified itemized receipt, invoice or packing slip for your purchases. You will use this documentation to compare what you have ordered against what you have received from the supplier.
- 9.3** Card holders are required to retain transaction logs and original receipts and other relevant documents for a minimum of seven (7) years.

## **10.0 LOST, STOLEN OR DAMAGED CARDS**

- 10.1** You are responsible for the security of your PNC Bank Purchasing Card and the transactions made with it. If your card is lost, stolen or damaged take these steps immediately to reduce the County's responsibility for fraudulent charges:
- 10.1.1 Call National Financial Service Center at 1-800-685-4039. The Center operates 24 hours per day, including weekends.
  - 10.1.2 Cardholders must notify the Purchasing Card Administrator and their manager if a card is lost, stolen or damaged after reporting the incident to the bank. The Purchasing Card Administrator will cancel the Cards number in card administration software. The card is "dead" and cannot be "revived" even if the card is found later.
  - 10.1.3 After the above notification procedures have been completed, Purchasing Card Administrator will initiate action to issue a new Purchasing Card to the Cardholder.
  - 10.1.4 If a Purchasing Card is found after it has been reported lost, stolen or damaged, destroy the card by cutting it in half.

## **11.0 PURCHASING CARD SECURITY**

- 11.1** Always keep the card in a secure place, just as you would your personal credit cards. Although the card is issued in your name, it is the property of the County of Allegheny and is only to be used for County purchases as defined in this manual.
- 11.2** Storage of the card should be in a secure location, accessible to only the cardholder.
- 11.3** The card account number should be secured and not posted at a desk or any other location.
- 11.4** When faxing orders, the card number should never be written on the fax transmittal. The cardholder must request that the supplier call to obtain the card number and confirmation.
- 11.5** Use of the card by anyone other than the person whose name appears on the card is prohibited. The card should not be given to anyone. If the cardholder is going to be absent for an extended period of time, the manager may request that a new card be issued to a different person for the duration of the absence. The manager must direct the request to the Purchasing Card program Manager (412-350-4490).
- 11.6** If the card is lost or stolen, the cardholder must IMMEDIATELY notify the Purchasing Card Administrator and National Financial Service Center at 800-685-4039.

## **12.0 LOSS OF PURCHASING CARD PRIVILEGES**

- 12.1** All cardholders must follow the guidelines and requirements established in this manual. Failure to comply with this manual will result in a loss of Purchasing Card Privileges as set forth below:

<b>1<sup>st</sup> occurrence</b>	<b>Written notification and mandatory re-training</b>
<b>2<sup>nd</sup> occurrence</b>	<b>Loss of card privileges for sixty (60) days</b>
<b>3<sup>rd</sup> occurrence</b>	<b>Permanent loss of card privileges</b>

## **13.0 CARDHOLDER ACCOUNT MAINTENANCE**

Complete a Purchasing Cardholder Account Maintenance Request form whenever any of the information contained on a Cardholder's Enrollment Form changes. Cardholder's manager must sign the form and forward it to the Purchasing Card Administrator. The Card Administrator will enter the corrections into the current card administration software to update the database. Please refer to **Attachment B**.

## **14.0 CARDHOLDER TRANSFER WITHIN THE COUNTY**

- 14.1** Cardholders, who transfer to a new position within the same organization and require the use of a Purchasing Card as part of their new duties, should obtain a new card. Submit a Purchasing Card Application form to the Purchasing Card Administrator for a new card. Please refer to **Attachment B.**
- 14.2** Cardholders, who no longer require a Purchasing Card in their new position or transfer to a different organization, must cancel their card using Purchasing Card Account Maintenance Request form, **Attachment B.** Please follow the instructions outlined below in Section 15.0.

## **15.0 CARDHOLDER SEPARATION FROM THE COUNTY**

Prior to separation from the County of Allegheny, Cardholders must surrender their Purchasing Cards to their manager, who will send a Purchasing Card Maintenance Request form, **Attachment B.** must be sent to the Purchasing Card Administrator. The manager may request that the Card be reissued in someone else's name. The manager will continue reconcile the Cardholder account.

## **16.0 PURCHASING CARD CANCELLATION**

The Department must notify the Purchasing Card Administrator immediately when a Purchasing Card is to be canceled by completing a Purchasing Card Maintenance Request form, **Attachment B.** Cut the Card in half to destroy it. Purchasing Card Administrator will use the form to update the database in the card administration software.

## **17.0 PURCHASING CARD AUDIT PROGRAM**

To ensure the continued success of the P-Card program and to meet Allegheny County's audit requirements, periodic, random audits of PCard activities will be conducted.

- 17.1** The Division of Purchasing and Supplies will be randomly selecting card numbers to audit each month. If your card number has been selected for an audit, you will be notified in writing. Please refer to Attachment F.
- 17.2** After receipt of the initial audit notification, the cardholder will have ten (10) days to send the requested information to Purchasing. Failure to cooperate with audits will result in mandatory re-training and possible suspension and/or loss of PCard privileges. Please refer to Section 12.0 of this manual.
- 17.3** Purchasing will review your paperwork to make sure that all transactions and documentation are in compliance with the PCard policies and procedures that are outlined in this manual. Please refer to Attachment G – Pcard Audit Checklist.
- 17.4** You will be advised of the audit findings in writing no later than two (2) weeks from the date that Purchasing received your information. Please refer to Attachments H through K for form letter notifications.
- 17.5** In addition to auditing individual card numbers, Purchasing will do a monthly review of all PCard transactions to identify any unusual activity. If one of your transactions has been selected for review, you will be contacted to provide additional information regarding that transaction. Failure to respond or providing inadequate information may result in mandatory re-training and/or the loss of PCard privileges. Please refer to Section 12.0 of this manual.

## ATTACHMENT A

### ALLEGHENY COUNTY EMPLOYEE PURCHASING CARD USAGE AGREEMENT

Your participation in the Visa Purchasing Program is a convenience that carries responsibilities along with it. Although the card is issued in your name, it should be considered County property and should be used with good judgment. Your signature below verifies that you understand the Visa Purchasing Program guidelines outlined below and agree to comply with them.

1. The Visa Purchasing card is provided to employees based on their need to purchase business-related goods and services. A card may be revoked at any time based on change of assignment or location. The card is not an entitlement nor reflective of title or position.
2. The card is for business-related purchases only; personal charges are not to be made to the card.
3. You are the only person entitled to use the card and are responsible for all charges made against the card.
4. Improper use of the card can be considered misappropriation of County funds, which may result in disciplinary action, up to, and including termination and prosecution.
5. All charges are billed directly to and paid directly by the County. Any personal charges on the card could be considered misappropriation of County funds since the cardholder cannot pay the bank directly.
6. Cardholders are expected to comply with internal control procedures in order to protect County assets. This includes keeping receipts, reconciling Visa Purchasing monthly memo statements and following proper card security measures.
7. Cardholders are responsible for reconciling their Visa Purchasing monthly memo statement and resolving any discrepancies by contacting the supplier and the bank.
8. Card holders are responsible for supplying an accounting code to each transaction. You must use a code from an approved encumbrance.
9. A lost or stolen card should be reported immediately by telephone to PNC Bank Customer Service at 1(800) 685-4039.
10. A cardholder must surrender the card upon termination of employment (i.e. retirement or voluntary/involuntary termination). At this point, no further use of the account is authorized.
11. Cardholders and their managers understand and agree that the credit limit for a specific card will be based on the unused balance of approved encumbrances for the card. Under no circumstances will the credit limit exceed the approved encumbrance balance.

\_\_\_\_\_  
Cardholder Signature

\_\_\_\_\_  
Manager Signature

\_\_\_\_\_  
PM Signature

\_\_\_\_\_  
Cardholder Printed Name

\_\_\_\_\_  
Manager Printed Name

\_\_\_\_\_  
PM Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



ATTACHMENT B  
**Purchasing Card Application & Maintenance Form**

☐ New Cardholder      ☐ Change to existing Cardholder

If change requested, indicate type below:

☐ Address    ☐ Name    ☐ Credit Limit    ☐ Reporting Level

Card number for changes only (last 8 digits): \_\_\_\_\_

<b><u>Cardholder Name – 25 characters max</u></b>			
<b><u>Company Name</u></b> County of Allegheny			
<b><u>Department</u></b>			
<b><u>Address Line 1 – 36 characters max</u></b>			
<b><u>Address Line 2 – 36 characters max</u></b>			
<b><u>City – 27 characters max</u></b>	<b><u>State</u></b> PA	<b><u>Zip - 9 characters max</u></b> -	<b><u>Phone number</u></b>
<b><u>9 digit code (required to activate card)</u></b>			<b><u>Fax number</u></b>
<b><u>E-mail Address</u></b>			<b><u>Credit Limit Will Equal the Approved Encumbrance Balance</u></b>
<b><u>Default account code:</u></b> Cost center/Job _____ Object code: _____ Sub ledger: _____			
<b><u>Description of products or services to be purchased:</u></b>   			

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

---

**To be completed by Card Administrator:**

Report Levels: \_\_\_\_\_

Date entered: \_\_\_\_\_

## ATTACHMENT C TRANSACTION LOG

**For month of:** \_\_\_\_\_

(Please keep this log updated along with all statements with receipts. Cardholder may be required to submit all documentation to the Program Manager)

**Cardholder's Name:** \_\_\_\_\_

**Department/Phone:** \_\_\_\_\_

**PO Number OS 15931**

Date	Vendor Name	Description of Purchase	Cost Center/Job Code	Object Code	Sub ledger Code	Freight	Amount	Enter Yes if credit is due

**Statement and log totals must agree**

**Manager's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**ATTACHMENT D**

**Encumbrance Form**

DATE: \_\_\_\_\_

TO: Kelly Ryan, Purchasing Agent  
Purchasing Office  
206 Court House  
436 Grant Street  
Pittsburgh, PA 15219-2498

FROM: \_\_\_\_\_

SUBJECT: Purchasing Card Encumbrance

Please:

☐ Encumber these funds for VISA Card Purchases:

☐ Unencumber these funds for Visa Card Purchases

<u>Amount</u>	<u>Cost Center or Job</u>	<u>Object Code</u>	<u>Time Period.</u>
\$ _____	_____	_____	_____

\_\_\_\_\_  
Department's Authorized Signer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department

\_\_\_\_\_  
Cardholder Name

\_\_\_\_\_  
Cardholder Phone Number

\_\_\_\_\_  
Last 4 Digits of Card

\*\*\*\*\*

\_\_\_\_\_  
Purchasing

\_\_\_\_\_  
Date

Purchasing to send completed form to Valerie Stone, Contracts, 211 Courthouse.

**ATTACHMENT E**  
**PROCUREMENT CARD**  
**REQUEST FOR TRANSACTION LIMIT INCREASE**

**Date:** \_\_\_\_\_

**Cardholder name:** \_\_\_\_\_

**Last 4 digits of card:** \_\_\_\_\_

**Current transaction limit:** \_\_\_\_\_

**Requested transaction limit:** \_\_\_\_\_

**Business reason for increase:**

(Include product(s) to be purchased, supplier name and justification for the purchase....use reverse side if necessary).

**Dept. Manager Approval:** \_\_\_\_\_

**Program Manager:**                      **Approved** \_\_\_\_\_                      **Denied** \_\_\_\_\_

**PM Signature & Date:**

\_\_\_\_\_

**Increase Completed by & Date:**

\_\_\_\_\_

**Returned to Original Setting:**

\_\_\_\_\_

## **ATTACHMENT F – AUDIT SELECTION NOTIFICATION LETTER**

Date:

Cardholder Name:

Last Four Digits of Card:

Dear Cardholder,

You have been randomly selected for a PCard audit. This means that Purchasing will review your transactions and documentation to ensure that they are in compliance with PCard procedures as per the Purchasing Card Procedure Manual. Please forward COPIES of the following documents for the last active billing cycle to the attention of Kelly Ryan in the Purchasing office no later than \_\_\_\_\_.

- PNC Statement for the last active billing cycle
- Transaction Log
- Receipts
- Packing Slips
- Any other transaction-related documentation

Failure to respond to this request in a timely manner will result in the following actions:

- 1<sup>st</sup> Offense – Written notification w/mandatory re-training
- 2<sup>nd</sup> Offense – 60-Day Card Suspension
- 3<sup>rd</sup> Offense – Permanent loss of PCard privileges

You will be advised in writing of the audit findings within (two) 2 weeks from the date that Purchasing received your documentation.

If you are found to be out of compliance with PCard procedures, you will be required to attend a mandatory re-training session for the first offense. A second offense will result a 60-day suspension of your PCard. A third offense will result in the permanent loss of your PCard privileges.

If you have any questions regarding this request, please contact John Deighan at (412) 350-4495 or Kelly Ryan at (412) 350-6344.

Thank you for your ongoing support and participation in the County's PCard program.

Sincerely,

Kelly Ryan  
Purchasing Agent

## **ATTACHMENT G - PCARD AUDIT CHECKLIST**

**Cardholder Name:**\_\_\_\_\_

**Last 4 Digits of Card:**\_\_\_\_\_

**Billing Cycle Ending:**\_\_\_\_\_

- Transaction Log is completed correctly.
- Transaction Log is signed by cardholder's manager.
- Copy of PNC statement is attached.
- Total amount on statement matches total amount on Transaction Log.
- Receipts and packing slips or other appropriate documentation is attached for each transaction on the log.
- Receipt amount matches transaction amount entered on log.
- Any possible unauthorized use of the card or unauthorized vendor?  
Please refer to the Purchasing Card Procedure Manual.

### **NOTES:**

**Reviewed by:**\_\_\_\_\_

**Date:** \_\_\_\_\_

**Attachment H**  
**PCard Compliant Audit Result Notification**

---

Cardholder Name:

Last Four Digits of Card:

Billing Cycle Ending:

Reviewed by:

Date:

The cardholder has been found to be in compliance with PCard procedures. No further action is required at this time.

Thank you for your diligence and ongoing support of the County's PCard program.

Sincerely,

Kelly Ryan  
Purchasing Agent

## Attachment I

### PCard Non-Compliant Audit Result Notification – 1<sup>st</sup> Offense

---

Cardholder Name:

Last Four Digits of Card:

Reviewed by:

Date:

RE: Non-Compliant Audit Result – 1<sup>st</sup> Offense

Dear Cardholder,

As the result of an audit of your PCard transactions for the billing cycle ending on \_\_\_\_\_ for your PCard ending in \_\_\_\_ you were found to be non-compliant with PCard procedures for the following reasons:

- Transaction Log is not complete/correct.
- Missing Receipts and or Packing Slips
- Missing Statement
- Transaction Log and Statement don't match.
- Possible unauthorized use of the PCard. Additional information is required.
- Other \_\_\_\_\_

To maintain your PCard privileges at this time, you are required to attend a mandatory PCard re-training session. Please contact Kelly Ryan at (412) 350-6344 to schedule this training as soon as possible. The training will take about 30 minutes. Failure to schedule and complete this training by \_\_\_\_\_ will be considered a second offense and will result in the loss of your PCard privileges for a period of 60 days.

Thank you.

Sincerely,

Kelly Ryan  
Purchasing Agent



## Attachment J

### PCard Non-Compliant Audit Result Notification – 2nd Offense

---

Cardholder Name:

Last Four Digits of Card:

Reviewed by:

Date:

RE: Non-Compliant Audit Result – 2<sup>nd</sup> Offense

Dear Cardholder,

As the result of an audit of your PCard transactions for the billing cycle ending \_\_\_\_\_, for your card ending in \_\_\_\_\_ you are being notified that this is your second offense for the following reason(s):

- You failed to schedule and attend mandatory PCard re-training as a result of a first offense non-compliant audit.
- You have been found to be in non-compliance for two (2) consecutive audits.

Your PCard privileges will be suspended immediately and remain suspended for a period of sixty (60) days which will end on \_\_\_\_\_.

A third infraction will result in the permanent loss of your PCard privileges with the County. Please re-read the Purchasing Card Procedure Manual and be sure to adhere to the policies and procedures that are outlined there.

Thank you.

Sincerely,

Kelly Ryan  
Purchasing Agent

## Attachment K

### PCard Non-Compliant Audit Result Notification – 3<sup>rd</sup> Offense

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Cardholder Name:

Last Four Digits of Card:

Reviewed by:

Date:

RE: Non-Compliant Audit Result – 3<sup>rd</sup> Offense

Dear Cardholder,

As the result of an audit of your PCard transactions for the billing cycle ending \_\_\_\_\_, for your card ending in \_\_\_\_\_ you are being notified that this is your third offense for the following reason(s):

- You failed to schedule and attend mandatory PCard re-training as a result of a first offense non-compliant audit.
- You have been found to be in non-compliance for three (3) consecutive audits.

Unfortunately this third infraction has resulted in the permanent loss of your PCard privileges. Your card ending in \_\_\_\_\_ has been cancelled effective immediately.

Sincerely,

Kelly Ryan  
Purchasing Agent